

**SWALLOWCLIFFE PARISH COUNCIL  
MINUTES of the ANNUAL COUNCIL MEETING**

held at  
**Swallowcliffe Village Hall**  
on  
**Wednesday 17<sup>th</sup> May at 7.00pm**



# PARISH COUNCIL

**Present:** Cllr. S Banas  
Cllr. P.J.d'A Willis  
Cllr. N Cooke (Chairman)

**In Attendance:** Mr Simon Pritchard (Parish Clerk)

**Members of the Public:** 0

**Public Participation:** None

In the absence of the Parish Council's Chairman, Cllr Cooke took the Chair as the Council's longest serving member.

<b>ITEM</b>	
<b>ACM/1</b>	<b><u>Election of Parish Council Chairman</u></b> Cllr Cooke Proposed; Cllr Atkins. Seconded by Cllr Banas – Agreed Unanimously
<b>ACM/2</b>	<b><u>Declaration of Acceptance of Office</u></b> The three members present signed.
<b>ACM/3 A</b>	<b><u>Apologies for Absence:</u></b> The Council Chairman, Cllr D Atkins, and Cllr G Blundell
<b>B</b>	<b><u>Acceptance of Apologies for Absence:</u></b> Both absences were accepted
<b>ACM/4 A</b>	<b><u>Declaration of Pecuniary Interests &amp; Dispensations:</u></b> None
<b>B</b>	<b><u>To confirm that members have registered their interests with Wilshire Council:</u></b> Clerk to find out if Members interests need to be resubmitted to Wilshire Council
<b>ACM/5</b>	<b><u>Code of Conduct:</u></b> Cllr Cooke Proposed: That the Council adopted the Code of Conduct that had been circulated by the Clerk, that is the NALC standard model. Seconded by Cllr Banas - Agreed Unanimously
<b>ACM/6</b>	<b><u>Members Portfolios:</u></b> A. The Village Hall Committee – Cllr Atkins B. SW Area Board – Cllr Banas C. Footpaths & Rights of Way – Cllr Willis D. Highways – Cllr Banas E. Transport – Cllr Willis F. Local Planning & Development – Cllr Blundell G. Council Finance – Cllr Blundell H. Flood Warden / Civil Contingencies – Vacant, will bring back to next meeting, it does not have to be a Member of the Council.
<b>ACM/7</b>	<b><u>HR Panel Membership:</u></b> Agreed as Cllr Banas & Cllr Blundell, with Cllr Atkins as the reserve member

<b>ACM/8</b>	<b><u>Adoption of Minutes:</u></b> The Clerk informed the Members that the Council had not held an Annual Meeting in May 2016, so had no minutes to adopt
<b>ACM/9</b>	<b><u>Councils Calendar of Meetings</u></b> Agreed as: - <ul style="list-style-type: none"> <li>• Thursday 13<sup>th</sup> July 2017</li> <li>• Thursday 12<sup>th</sup> October 2017</li> <li>• Thursday 11<sup>th</sup> January 2018</li> <li>• Annual Parish Meeting - Thursday 12<sup>th</sup> April 2018</li> <li>• Annual Council Meeting – Thursday 10<sup>th</sup> May 2018</li> </ul> All dates to be reviewed at the next meeting
<b>ACM/10</b>	<b><u>Assets Register:</u></b> In the absence of an assets list, the Clerk had compiled one. This list showed that the Council's current listed assets value with the external auditor of £136,227 to be highly inaccurate. Members adopted the new list that gives a total value of <b>£492</b> .
<b>AMC/11</b>	<b><u>Insurance Renewal:</u></b> This had now been received by the Clerk and had now had all the Council assets added to the policy. <b>Total amount £180.81</b> It was Proposed by Cllr Banas for payment. Seconded by Cllr Willis - Agreed Unanimously
<b>ACM/12</b> <b>A</b> <b>B</b>	<b><u>Finance:</u></b> <b>End of year turnout 2016/17 – Received</b> <b>2017/18 Budget to date – Received</b>
<b>ACM/13</b>	<b><u>Internal Audit:</u></b> The Council Received Ms Nicola Duke B.A (Hons), MILCM report and acknowledged the areas that needed some work: <ul style="list-style-type: none"> <li>• Risk assessment to be carried out within the next year</li> <li>• All policy documents to be reviewed</li> </ul> .
<b>ACM/14</b>	<b><u>Annual Governance Statement:</u></b> This was considered by the Council and signed by the Chairman
<b>ACM/15</b>	<b><u>Accounting Statement:</u></b> This was considered by the Council and signed by the Chairman
<b>ACM/16</b>	<b><u>Appointment of Bank Signatories:</u></b> Cllr Atkins and the Clerk confirmed. Cllr Willis to be added.
<b>ACM/17</b>	<b><u>Item for the next agenda:</u></b> <ul style="list-style-type: none"> <li>• Village notice boards revamp</li> <li>• Empty homes in the Village</li> <li>• Re-establishment of footpaths / Parish walk</li> <li>• Community litter pick</li> <li>• Confirm meeting dates</li> </ul>

Meeting Closed at 20:11

Signed Chairman: \_\_\_\_\_ Date: \_\_\_\_\_